

Finance and Administration Cabinet STANDARD PROCEDURE	PAGE: 1 OF 2
ISSUED BY: Office of Administrative Services, Division of Human Resources	
EFFECTIVE DATE: 4/20/05	
PROCEDURE # 2.14	
SUBJECT: Blood Donation Leave	
DISTRIBUTION CODE: A,B,C,D	CONTACT: Director, Division of Human Resources (502) 564-7233

I. PURPOSE

The Finance and Administration Cabinet encourages employees to donate blood. This procedure defines the process for obtaining approved blood donation leave.

II. PROCEDURE

A. Leave Time

1. All employees are required to request blood donation leave prior to donating blood.
2. All employees statewide are permitted to donate blood at any licensed blood center certified by the Food and Drug Administration.
3. Employees who donate shall receive four (4) hours leave time with pay for the purpose of donating and recovering from the donation, to be taken at the time of donation unless circumstances, as specified by the supervisor, require the donor to return to work.
4. If the employee is required to return to work, the unused portion of leave time shall be credited as compensatory time.
5. Employees who unsuccessfully try to give blood shall not be charged for the actual time used in attempting to donate, but will not receive the four (4) hours leave time as those who donate.
6. Because blood donation leave is granted to allow an employee to recuperate from donating, only regularly scheduled work hours may be used for leave and compensatory time will not be granted after hours. Blood leave may only be granted for donations given during the employee's regular working hours, not including the employee's lunch hour.

B. Verification

All employees are required to obtain written proof from the blood center of blood donation or attempted blood donation. The documentation shall be submitted to the employee's timekeeper.

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C. Failure To Follow Procedure

1. An employee failing to follow this procedure shall not receive approval for donated blood leave, regardless of whether blood was donated or attempted to be donated.
2. An employee who abuses this procedure or attempts to or obtains blood leave and is proved to have violated any provision of this procedure may be subject to disciplinary action, up to and including dismissal.

III. REFERENCE

[101 KAR 2:102 Section 11](#)

[101 KAR 3:015 Section 11](#)

NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE # 1.1 ENTITLED "CREATION, REVISION AND RESCISSION OF FINANCE AND ADMINISTRATION CABINET POLICIES AND PROCEDURES."

DISTRIBUTION CODES:

**A. Senior Management
D. Cabinet Personnel**

**B. Division Directors
E. Division Personnel**

**C. Branch Managers/Supervisors
F. Branch Personnel**
